

TurboTax Self-Employed Tax Prep Checklist

Use this handy checklist to organize all the information you'll need to do your self-employment income taxes. With TurboTax Self-Employed, we'll help you get back every dollar you deserve!

GENERAL INFORMATION

- Business name _____
- Business number _____
- Business address _____
- Business main product or service _____
- GST/HST number _____
- Gross business income (including GST/HST) \$ _____
- Sales, commissions (total before GST) \$ _____
- GST collected \$ _____
- HST collected \$ _____
- Partnership business number (if applicable) _____
- Percentage of the partnership (if applicable) _____

COST OF GOODS SOLD

- Opening inventory of material (at Jan. 1) \$ _____
- Purchase of materials \$ _____
- Closing inventory of materials (at Dec. 31) \$ _____
- Direct wage costs \$ _____
- Sub-contracts \$ _____

BUSINESS EXPENSES

- Advertising expenses \$ _____
- Meals and entertainment \$ _____
- Bad debts \$ _____
- Insurance \$ _____
- Private health premiums \$ _____
- Interest and bank charges \$ _____
- Office expenses \$ _____
- Office stationery and supplies \$ _____
- Rent \$ _____
- Property taxes \$ _____
- Maintenance and repairs \$ _____
- Salaries, wages, and benefits \$ _____
- Seminars and training \$ _____
- Travel \$ _____
- Internet \$ _____
- Telephone \$ _____
- Other expenses \$ _____
- Business fees, licences, dues, and subscriptions \$ _____
- Professional fees (legal and accounting) \$ _____
- Management and administration fees \$ _____
- Delivery and freight (postage, courier) \$ _____

VEHICLE EXPENSES

- Make, model, year _____
- Date purchased or leased _____
- Original cost of vehicle (if purchased) \$ _____
- How many kilometres did you drive for *business* purposes? _____
- How many kilometres did you drive in total? _____
- % of business mileage (business kilometres divided by total kilometres) _____
- Interest charges (if you are financing your vehicle) \$ _____
- Leasing cost (if you are leasing your vehicle) \$ _____
- Fuel and oil \$ _____
- Auto insurance \$ _____
- Licence and registration costs \$ _____
- Maintenance and repairs \$ _____
- Parking fees during business activity \$ _____
- Supplementary business insurance \$ _____
- Other expenses (please specify) \$ _____

BUSINESS USE-OF-HOME EXPENSES

- Heating and cooling \$ _____
- Electricity \$ _____
- Water \$ _____
- Home / rental insurance \$ _____
- Maintenance \$ _____
- Mortgage interest or rent \$ _____
- Property taxes \$ _____
- Repairs, cleaning, landscaping, and supplies \$ _____
- Strata, condo, or maintenance fees \$ _____
- Other expenses \$ _____
- Square footage of home office space _____
- Total square footage of home _____
- % used for business (home office divided by total) _____